
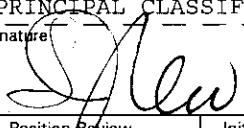


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No.										
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> NAF PD 209		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code									
						14. Agency Use											
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Child and Youth Program Ops Clerk				NF		0303		02		SN		10/9/08			
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office		Child and Youth Program Ops Clerk				NF		0303		02							
16. Organizational Title of Position <i>(if different from official title)</i> Child and Youth Program Operations Clerk						17. Name of Employee <i>(if vacant, specify)</i>											
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision											
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND						d. Fourth Subdivision											
b. Second Subdivision						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. <u>This certification is made with the knowledge that</u>						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> G. YOUNG CNIC CYP											
Signature _____ Date _____						Signature  Date 10/9/08											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature  Date 10/9/08																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

Child and Youth Program Operations Clerk **GS-0303-04 or NF-0303-02**

Introduction

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program.

Major Duties and Responsibilities

The CYP Operations Clerk performs a combination of duties related to one or more components of the CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. These tasks are summarized below.

Record Keeping and Reporting

- Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA).
- Ensures child registration and enrollment paperwork is complete and current.
- Ensures that all USDA food program records are accurate, up-to-date and readily available.
- Reviews and submits completed paperwork for background checks.
- Maintains office files and records.
- Provides required information to requesting agencies that include but are not limited to, Family Advocacy, Naval Investigative services, Environment, Safety and Fire personnel, and USDA.
- Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner.
- Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/ problems that cannot be resolved.

Liaison with Families and Programs

- Provides front desk coverage, logs children in and out of the facility, and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures.
- Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements.
- Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate.
- Performs assigned resource and referral duties and assists in maintaining current waiting list.

Fees and Supplies

- Collects fees and charges and records payments in accordance with proper procedures.

- Notifies supervisor of all delinquent payments.
- Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures.
- Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered.

Additional Responsibilities

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all DoN training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- High School graduate or equivalent AND 2 years or administrative experience.
- Knowledge of administrative support functions.
- Knowledge of general office automation software, practices and procedures in order to accomplish various work assignments.
- Ability to maintain a computerized database. Working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system.
- Ability to maintain accurate reports and records and military style documents.
- Knowledge of military CDC, CDH, SAC, YP, R&R and the USDA Food Programs.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Experience with cash handling required.
- Ability to effectively communicate and follow directions verbally and in writing in English.
- Possess strong interpersonal skills.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the assigned CYP Director. Works independently and refers deviations, problems, and unfamiliar situations to supervisor. Work is reviewed periodically for accuracy and timeliness and to ensure compliance with instructions, policies, standards, and regulations. Judgment is required in determining the differences in similar situations, applying the appropriate procedures, and making deviations to adapt the guidelines to specific cases.

Factor 3. Guidelines

Assignments are covered by prescribed policies, instructions, rules and regulations. Incumbent applies judgment and initiative in devising solutions to problems through analysis of the issue/ problem and in selecting the best alternatives for solution.

Factor 4. Complexity

Work consists of moderately complex assignments requiring numerous procedural steps. The nature of order may vary to a significant degree from one assignment/ program to another in accordance with instructions. Incumbent is required to prioritize the work that needs to be done with little input from supervisor.

Factor 5. Scope and Effect

The incumbent provides information regarding components of the CYP to include CDC, CDH, SAC, YP, R&R and the USDA Food Program. The information provided by the incumbent relates to policies, fees, procedures, waiting lists, programs and activities, and special events. Performs clerical and administrative tasks in support of one or more of the above programs. The work product or service affects the accuracy, reliability, or acceptance of further processes or services.

Factor 6. Personal Contacts

Contacts are with CYP personnel, both supervisory and non-supervisory, parents, children and youth, co-workers, base civilians, providers, and military personnel. The incumbent exercises tact, diplomacy, promptness, and good manners when interacting with and assisting patrons and visitors.

Factor 7. Purpose of Contacts

The purpose of these contacts is to obtain, supply or clarify information; respond to questions; resolve problems and deviations; set up meetings, appointments, and training sessions; and provide quality customer service.

Factor 8. Physical Demands

Work is primarily sedentary. The work environment involves everyday risks or discomforts such as exposure to disease that require normal safety precautions typical of child care settings. Normal fire and safety precautions must be adhered to.

Factor 9. Work Environment

Work is conducted in an office setting. The work area is adequately lighted, heated and ventilated. The incumbent may be required to work an uncommon tour of duty to include evenings or weekends.